



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Welfare Initiatives

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative and Provider Agencies
Child Care Coordinators
W-2 Agencies**

BWSP OPERATIONS MEMO

No.: 99-83

File: 1291

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Non W-2 [X] W-2 [X] CC [X]

PRIORITY: Medium

FROM: Stephen M. Dow
Program Implementation Team
Policy Analysis and Program Implementation Section

SUBJECT: **CARES AUTOMATED TRACKING SYSTEM (CATS)**

CROSS REFERENCE: BWI Operations Memos 98-06 and 98-16.

PURPOSE

This memo reminds staff of the availability of the CARES Automated Tracking System (CATS) and process for its access.

CATS is an automated method available to DES, Deloitte Consulting, and local staff to track CARES issues, policy issues, and CARES changes and enhancements.

INTENDED ACCESS

Access at the local ES and W-2 agency is intended for personnel identified as CARES Coordinators or Policy Coordinators and 1 backup staff member for each of those positions. A listing of persons identified by local agencies as Coordinators appears in the **Income Maintenance Manual**, Chapter VII, Part A.

REQUESTING ACCESS

To request access, use the regular DES 10 security form. Your agency's security officer will submit the form to DES Security (see **DES Security Manual**).

When your access has been approved, a representative of DWD will contact you to inform you of the decision and provide you a CATS ID and password.

CATS GUIDE

When your request for CATS access is approved, you will be sent a **CATS Access and Inquiry Guide**.

If you do not receive a Guide or have already been given CATS access but do not have a copy, please contact Linda Sweet at email address: sweetli@dwd.state.wi.us.

ACCESS CHANGE

The internet site to access CATS is: <http://workweb.dwd.state.wi.us/des/>.

That address takes you to the DES page of the DWD Workweb. You will be required to enter your **Workweb ID and password** to enter this internet site. Keep in mind that the Workweb ID and password are **different** from your new CATS ID and password.

When you've entered the DES page of the Workweb, click on the CATS icon. When logging in to CATS, you will need to provide your **CATS ID and password** on a log-on screen that includes a picture of the state capitol. If you are prompted to enter an ID and password and are not on a screen with the state capitol, you should enter the Workweb ID and password.

DES has modified this site's address since the printing of the **CATS Access and Inquiry Guide**, so you may want to make a correction in your Guide.

DATA WAREHOUSE

CATS will also be used to record and track issues related to the CARES Data Warehouse. These CATS items will be clearly identified as Data Warehouse issues; however, only a relatively small number of users will have access to the Warehouse so you may wish to ignore those CATS items.